



King County Uniformed Services Leave Form

Central Payroll Operations Use:
Military Leave Year/Month: ____/____

This form is used to notify King County of an employee's pending or current uniformed service leave and to provide employees with basic benefit and other information related to their leave of absence

Instructions

"Uniformed Services" includes, but is not limited to, the Armed Services, the Washington National Guard, the United States Air National Guard, the United States Army National Guard, the United States Coast Guard and its reserve, and the United States Public Health Service Commissioned Corps and its reserve; and may also include an appointee when the National Disaster Medical System is activated.

- Prior to uniformed service, the employee should complete and submit all appropriate forms listed below in Section 1 of this form each time orders for uniformed service or training are received or before uniformed service or training begins.
- The employee's designee who is completing the form on the employee's behalf will provide as much information as possible and then send this form to the agency Uniformed Services Leave Coordinator as identified on page 4 of this form.
- Employees should read and retain this form for important information about some employee benefits.
- All of the provisions contained in this form are subject to King County Code 3.12, the King County Personnel Guidelines, the federal Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. Secs. 4301 through 4335 (USERRA), the state Military Leave for Public Employees, RCW 38.40.060, the state Military Family Leave Act, Chapter 49.77 RCW, and applicable collective bargaining agreement provisions.

Section 1: To be Completed by the Employee, Employee's Designee, or the Agency Uniformed Services Leave Coordinator

Complete this section and forward it with a copy of the uniformed service leave orders and the following documents to the agency Uniformed Services Leave Coordinator listed on page 4 of this form. Blank forms may be obtained from your agency Uniformed Services Leave Coordinator.

- ☐ Absence Request Form <http://financeweb/finance/payroll/forms/Absence%20Request.XLS>
- ☐ Direct Deposit Form <http://financeweb/finance/payroll/forms/PayrollDirectDeposit.pdf>
- ☐ Personnel Information Update Form <http://www.kingcounty.gov/employees/benefits/forms>
- ☐ W-4 Form <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- ☐ Wellness Assessment Exception Form <http://www.kingcounty.gov/employees/benefits/forms>

Name of employee: _____ Employee ID: 0000_____

Agency and division: _____ Paid on: ☐ 5th and 20th of each month; or ☐ Every other Thursday

Leave is for ☐ Uniformed service ☐ Annual uniformed service training ☐ Other (e.g., National Disaster Medical System activation appointee) _____

Uniformed service branch and grade: _____ Uniformed service start date: _____

Last date in County position prior to leave: _____ First date on uniformed service leave: _____

Anticipated date of discharge from uniformed service: _____ Anticipated return to County work date: _____

Preferred contact method while on leave (address, cell phone, e-mail). You also may designate someone else for the County to contact while you're on leave (e.g., a family member). Clearly print all contact information: _____

I have attached a copy of my uniformed service or training orders and applicable documents identified above. I understand that a delay in providing my orders and military pay grade or military pay grade change statements to my Uniformed Services Leave Coordinator may delay County benefits and any pay to which I am entitled. I understand that I may receive differential pay during my leave and that any differential pay I may receive from King County is considered taxable income, as will be shown on Form 1099. I understand that

Social Security taxes are non-deductible and may result in reduced Social Security and Medicare retirement benefits. I understand that I may receive sick and vacation leave accruals while in the uniformed service or training and that all County employees entitled to military leave of up to 21 days will accrue sick and vacation leave while on uniformed service leave. If I elect to make all benefit-related and pay-related decisions myself and cannot be contacted due my service in the uniformed services, I authorize King County to make the decisions on my behalf with the understanding that all decisions may be reviewed upon my return and modified by me where appropriate and to the extent possible.

Employee's signature _____ Date signed _____

Section 2: To be Completed by Agency Uniformed Services Leave Coordinator

Verify all information in Section 1. Forward all necessary forms to the agency Payroll/HR personnel.

Uniformed Services Leave Coordinator name: _____ Date: _____

Work phone: (_____) _____ Mail stop: _____

Comments: _____

Annual military training days used since October 1: _____

I completed the form for the employee ☐ Yes ☐ No

Section 3: To be Completed by the Agency Payroll/HR Personnel

21 Day Training:

☐ Completion of timesheet for employee

☐ Ensure that employee only receives up to 21 days of paid uniformed services training per military calendar year which is October 1 – September 30

Uniformed Service:

☐ Enter military leave coding into HCM system (PeopleSoft)

☐ Forward all necessary forms and uniformed services orders to Central Payroll Operations, CNK-ES-0230

Section 4: To be Completed by Central Payroll Operations

Verify all information and complete the following:

☐ Verify receipt of uniformed service orders and that information is complete

☐ Process pay rate for uniformed service pay differential

☐ Verify differential pay rate changes by obtaining and reviewing military pay grade change statement in January

☐ File copies of uniformed service orders and associated forms

I have completed and verified all information: Central payroll signature _____ Date _____

Employee Benefit Information

Detailed information regarding these insurance plans is available from Benefit and Retirement Operations at 206-684-1556 or www.kingcounty.gov/employees/benefits.

Continuation of Health and Insurance Benefits for Benefits-Eligible Employees. Any employee eligible for insured benefits who enters uniformed service shall receive medical, dental, and vision benefits for a time period commencing with the beginning of an employee's uniformed service leave of absence and continuing until uniformed service has been completed up to a total cumulative period of five years. Employees shall also receive up to 12 months of basic life insurance coverage during their eligible leave.

Continuation of Health and Insurance Benefits for Local 587 Employees in the Partial Benefits Plan. Under the Partial Benefits Plan, employees eligible for King County benefits pay for a portion of their benefits. During leave for uniformed service, employees will remain responsible for paying their portion of their benefits that are not normally subsidized by King County. Medical, dental, and vision coverage will continue for the duration of time that an employee retains reemployment rights under USERRA, usually up to five years. Employees may also continue to pay for and receive up to 12 months of basic life insurance coverage during their eligible leave. Employees shall continue to receive the medical, dental, vision and basic life benefits that they received prior to leaving work for uniformed service.

Insurance Payment Details. "Insured benefits" do not include supplemental life insurance, basic and supplemental accidental death and dismemberment (AD&D) insurance, or basic and supplemental long-term disability (LTD) insurance. Employees may self-pay to continue supplemental life insurance for up to 12 months from the date that they leave work for uniformed service. Employees may also self-pay to continue basic and supplemental AD&D for up to six months and basic and supplemental LTD for up to 18 weeks from the date that they leave work for uniformed service. Employees must self-pay to continue insurance coverage for eligibly enrolled dependents.

No benefits are paid for an accident that occurs after an employee has been on full-time uniformed service more than 30 days or for death or injury resulting from declared or undeclared acts of war unless the accident occurs when the employee is not on duty.

Dependent Care and Health Care Flexible Spending Accounts. Participation in a dependent care and/or health care flexible spending account discontinues while the employee is on uniformed service leave. When the employee returns to active employment within the same FSA plan year, the account may be reactivated upon notice to Benefits, and Retirement Operations (206-684-1556).

Employee Assistance Program. The Employee Assistance Program (EAP) and Making Life Easier (MLE) program can provide the returning employee and the employee's immediate family with support in a number of areas free of charge. All information discussed with an EAP or MLE counselor is confidential and can be disclosed only with your permission or as required by law or County policy. For help resolving work-related problems, call an EAP counselor at 206-684-2103 or 206-263-4572. MLE is a benefit provided to benefit-eligible County employees, their dependent family members, and anyone living in the employee's household. MLE provides assistance with counseling, financial and legal matters, child care, adult and elder care, as well as home ownership services. More information is available by calling 1-888-874-7290 or online at <http://www.kingcounty.gov/employees/HumanResources/EAP.aspx>.

Washington State Department of Retirement Systems, Social Security, Industrial Insurance, and Payroll Deductions. If an employee is engaged in annual military training and receives pay from King County, both retirement system and industrial insurance deductions are taken. If an employee is on uniformed service leave and receives differential pay, deductions for the retirement system, Social Security and industrial insurance are not made. Differential pay received from King County is income and is taxable. The employee may purchase/request retirement service credits from the Department of Retirement Systems upon returning to employment with King County. Call 1-800-547-6657 anytime or read more information on the DRS Web site at: <http://drs.wa.gov/>.

Payroll Direct Deposit and Deductions. All employees on paid uniformed services leave are encouraged to enroll in direct deposit through a Payroll Direct Deposit Authorization Agreement. The following payroll deductions continue as funds allow: child support, garnishments or IRS levies, and union dues. Voluntary deductions, such as charitable giving or savings bonds, are suspended until the employee returns to work.

Personal Holidays. Employees on leave due to uniformed service who are eligible for leave benefits will receive personal holidays which are credited to the employee's vacation leave accruals (one in the first paycheck of October and one in the

first paycheck of November) for the duration of time that an employee retains reemployment rights under USERRA, usually up to five years.

Vacation and Sick Leave; Holidays. Employees on leave due to uniformed service who are eligible for leave benefits will accrue sick and vacation leave and receive holidays for the duration of time that an employee retains reemployment rights under USERRA, usually up to five years.

Uniformed Services Leave Contact Information

Agency Military Leave Coordinators

Agency	Uniformed Services Coordinator	Telephone Number	Mail Stop
DAJD	Paula Seeger	206-205-9517	KCF-AD-0600
DCHS	Irma Van Buskirk	206-263-9002	CNK-HS-0500
DES	Ellen Fluharty	206-296-0603	CNK-ES-0300
DPER	Theresa Reynolds	206-477-0380	35030 SE Douglas St, Ste 210, Snoqualmie, WA 98065
DJA	Teresa Bailey	206-296-7868	KCC-JA-0609
DOA	Richard P. Watson Backup: Alicia Warren	206-296-5256 206-263-2264	ADM-AS-0700 ADM-AS-0708
Transit	Diana Wurn	206-263-6026	KSC-TR-0419
DNRP	Debbie Udydz	206-263-7307	KSC-NR-0700
DPH	Reeshema Lewis	206-263-8413	CNK-PH-1300
KCSO	Helen Ivory	206-263-2545	KCC-SO-0100
KCIT	Joni Shirer	206-263-7847	CNK-IT-0600
Roads/Airport/Fleet/Marine	Melinda Dickie	206-296-8741	KSC-TR-0313

Uniformed Services Branches

Contact the relevant Uniformed Services branch for more information.

United States Army Commander U.S. Army Enlisted Records and Evaluation Center ATTN: Locator 8899 East 56th Street Fort Benjamin Harrison, IN 46249-5301 (866) 771-6357	United States Navy World Wide Locator Bureau of Naval Personnel PERS 312F 5720 Integrity Drive Millington, TN 38055-3120 (901) 874-4885
United States Marine Corps Commandant of the Marine Corps Headquarters, USMC, Code MMSB-10 2008 Elliot Road Quantico, VA 22134-5030 (703) 784-3941 / 784-3942 / 784-3943	United States Air Force HQ AFMPC/RMIQL 550 C Street, West, Suite 50 Randolph AFB, TX 78150-4752 (210) 652-1110
United States Public Health Service Commissioned Corps Office of Force Readiness and Deployment Office of the Surgeon General 5600 Fishers Lane, Room 18C-26 Rockville, MD 20850 (301) 443-3859	United States Coast Guard Commander Coast Guard Personnel Command (CGPC-adm-3) 4200 Wilson Blvd, Suite 1100 Arlington, VA 22203-1804 (202) 493-1697